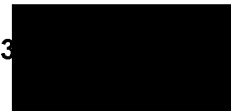


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All Branch Chiefs, OCD

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17 June 1949


Administrative Officer, OCD

Budget Estimates, Fiscal Year 1951

1. CIA Notice No. 17-49 contains detailed instructions for the preparation of budget estimates for the fiscal year 1951.

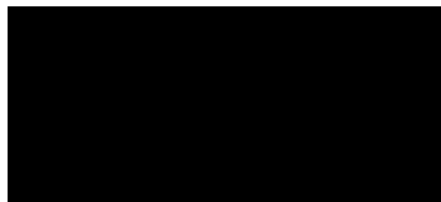
2. Estimates prepared by OCD branches shall be submitted in draft form to the Administrative Office not later than 29 June 1949. After review and approval by the Assistant Director, drafts will be returned for typing in final form and submitted to the Administrative Office in four copies by 14 July 1949.

3. Statements pertaining to the T/O and position occupancy should be verified with personnel records in the Administrative Office prior to submitting the drafts of estimates.

4.  the Budget Analyst assigned to OCD, and the Administrative Staff will be available to render assistance during the period of budget preparation.

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